IEB CP Web Application User Manual

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Modified on 28/02/2011 2:38 PM
Version 2.0.0

Introduction

IEB-online Web Application is an essential tool for entering candidates, exam centre and subjects Details into IEB database. Simply follow the steps in this manual to submit your data-entries to the IEB.

Please Note:

Before attempting to run the IEB Web application please follow the following steps. If these steps are not followed incorrect data will be displayed on your web pages.

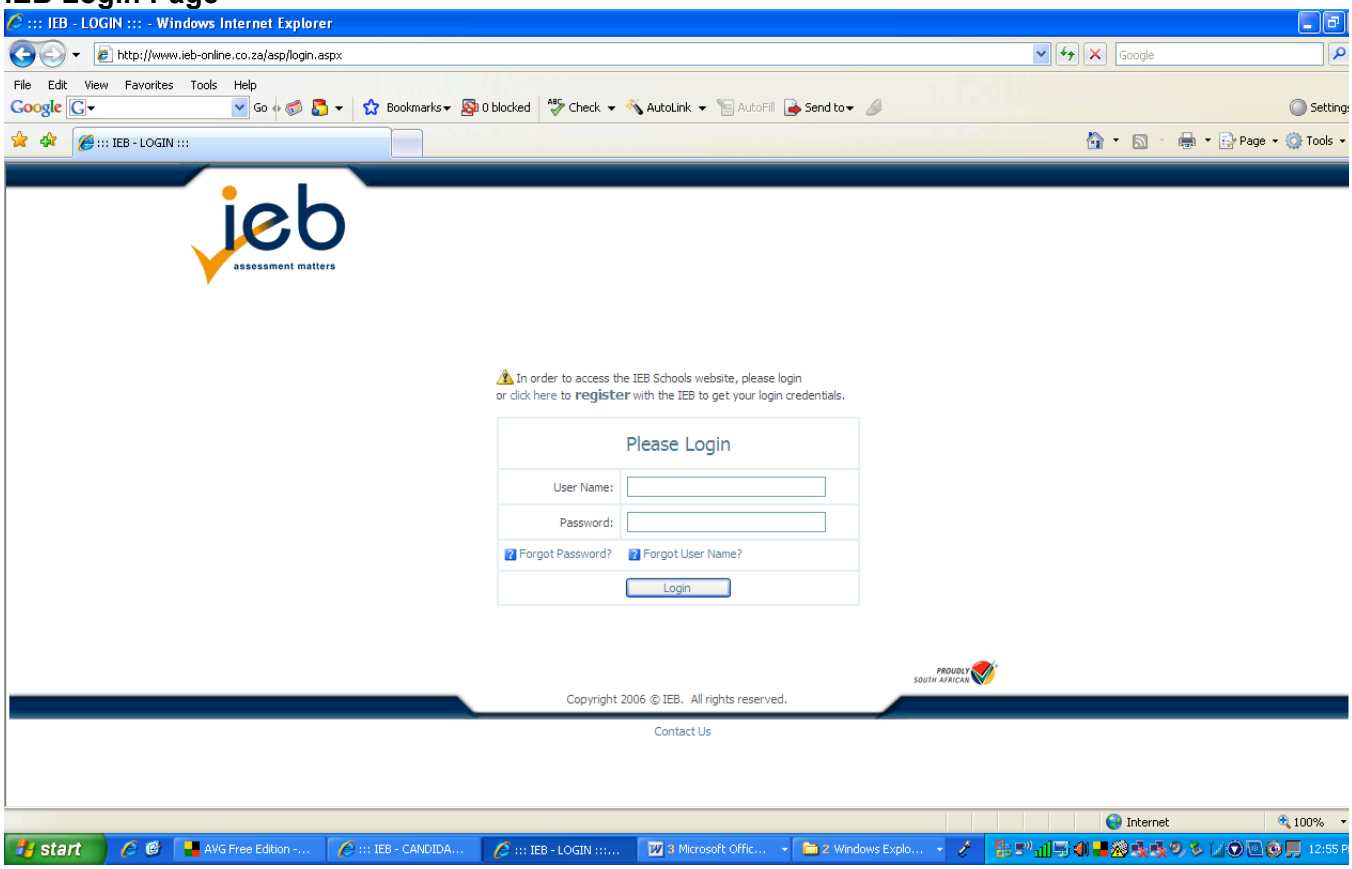
1. Internet Explorer setting changes

- Open Internet Explorer
- Click the Tools menu on the main toolbar, click Internet Options…
- Under the General Tab, Temporary Internet Files, click the Settings… button
- Select the Every visit to the page option under the Check for newer versions of stored pages.
- Click the OK button and then the Apply button.
- Close the Window

2. Please change settings to allow pop-up's on this website

Getting started on the IEB-ONLINE WEBSITE

IEB Login Page


::: IEB - LOGIN ::: - Windows Internet Explorer
http://www.ieb-online.co.za/asp/login.aspx
::: IEB - LOGIN :::
assessment matters
In order to access the IEB Schools website, please login
or click here to register with the IEB to get your login credentials.
Please Login
User Name:
Password:
Forgot Password?
Forgot User Name?
Login
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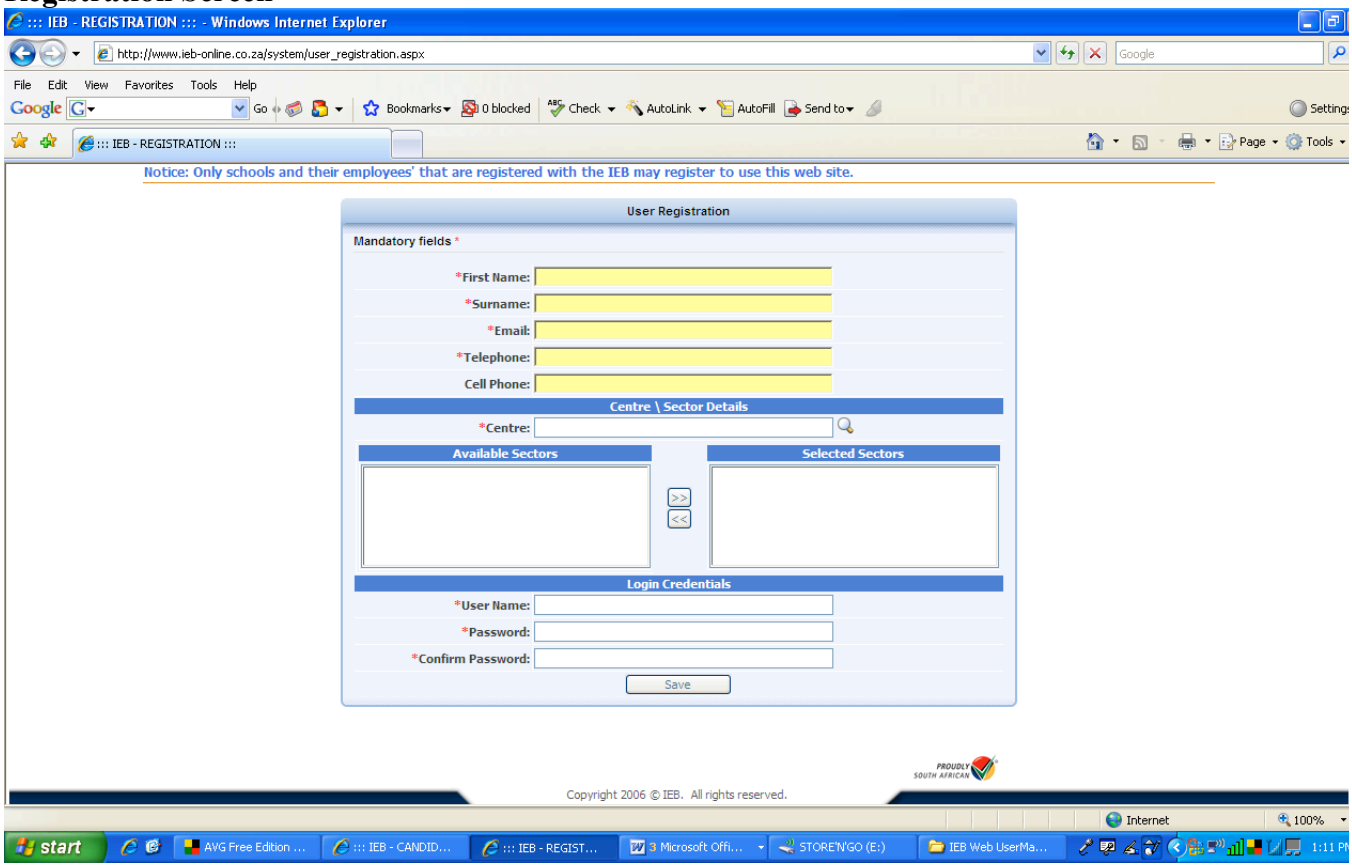
Step 1: Open Internet Explorer. Type http://www.ieb-online.co.za in the address bar.

Step 2: **For first time users**; click on **register** and you will be taken to the registration screen. **For registered users:** Enter your user name and password and click the 'Login' button. Registered users proceed to **Step 4** in the user manual.

Registration Screen



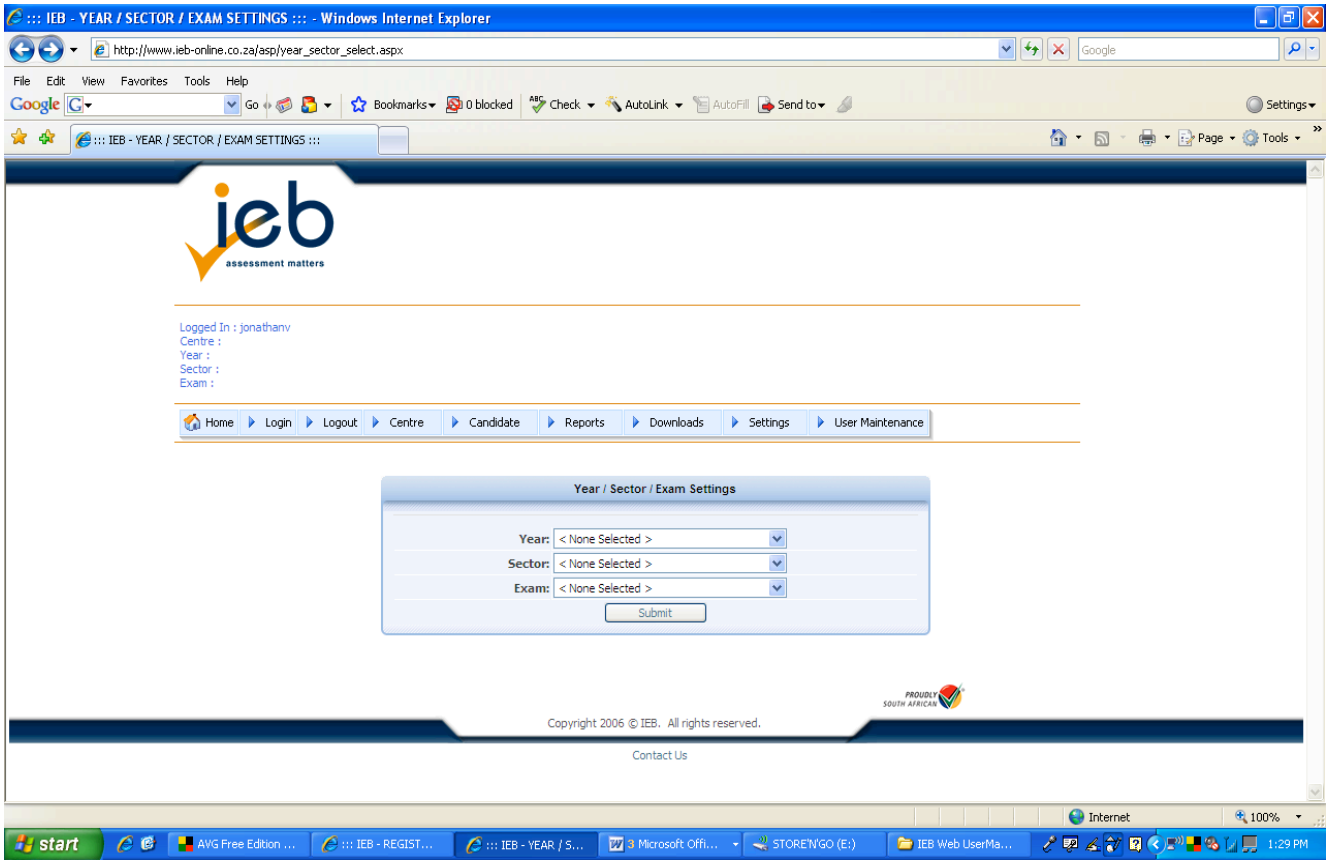
Step 3: Enter details for the user who will be capturing information for the selected sectors e.g. NSC, GETC. Select center. Click on the required sector under the available sector, click on the double arrow >> to move the available sector to the selected sector. To remove the 'Selected Sector' click on the double arrow (<<).

Please note that fields marked with an asterisk are mandatory.

Enter a user name and password and click Save. This information will be sent to the IEB who will add the user to the system and send you an email confirming registration. The user will only be able to log into the system once notification has been received from the IEB (i.e. Wait for response from IEB before you continue to log in to the system).

Step 4: If your username and password are correct, you are taken to the Year /Sector / Exam Screen upon login in.

Year / Sector / Exam Screen

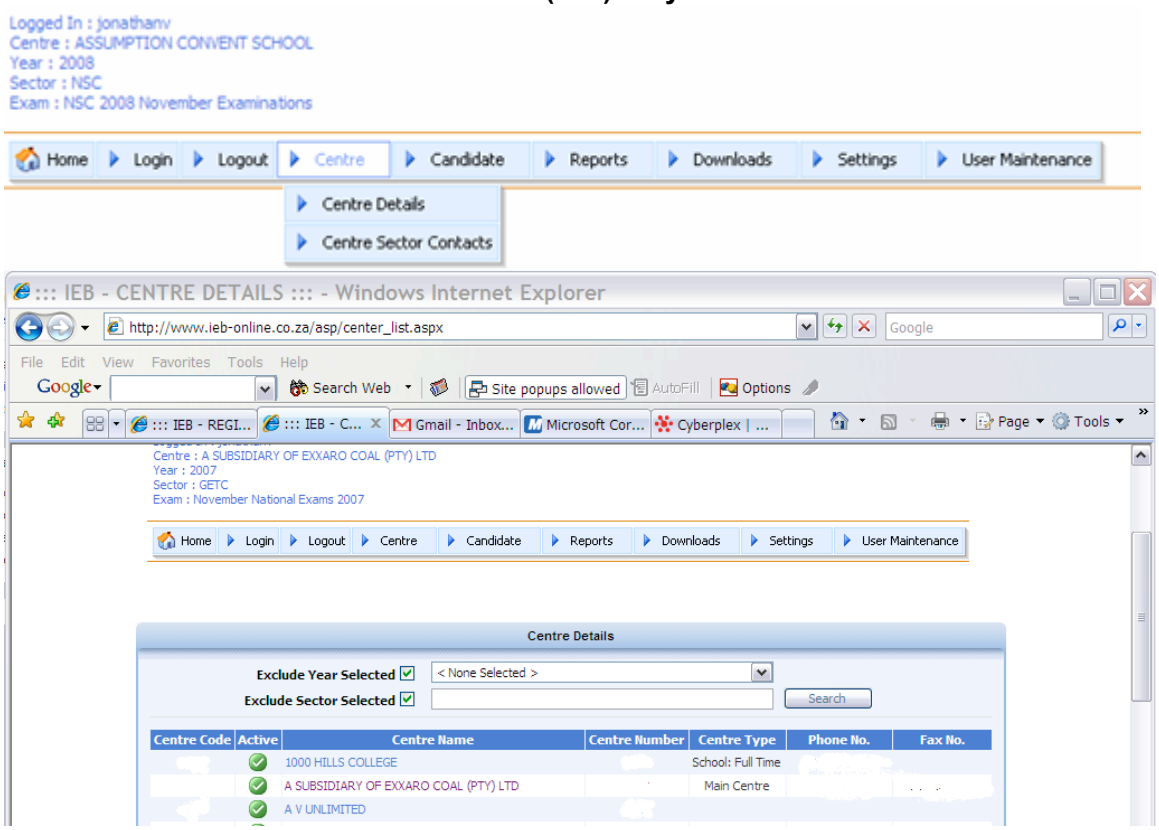


Select the year, exam and sector from the drop down menus. Users can return to this screen at any time by clicking Home on the main toolbar or by clicking on Settings, Year / Sector.

NB.

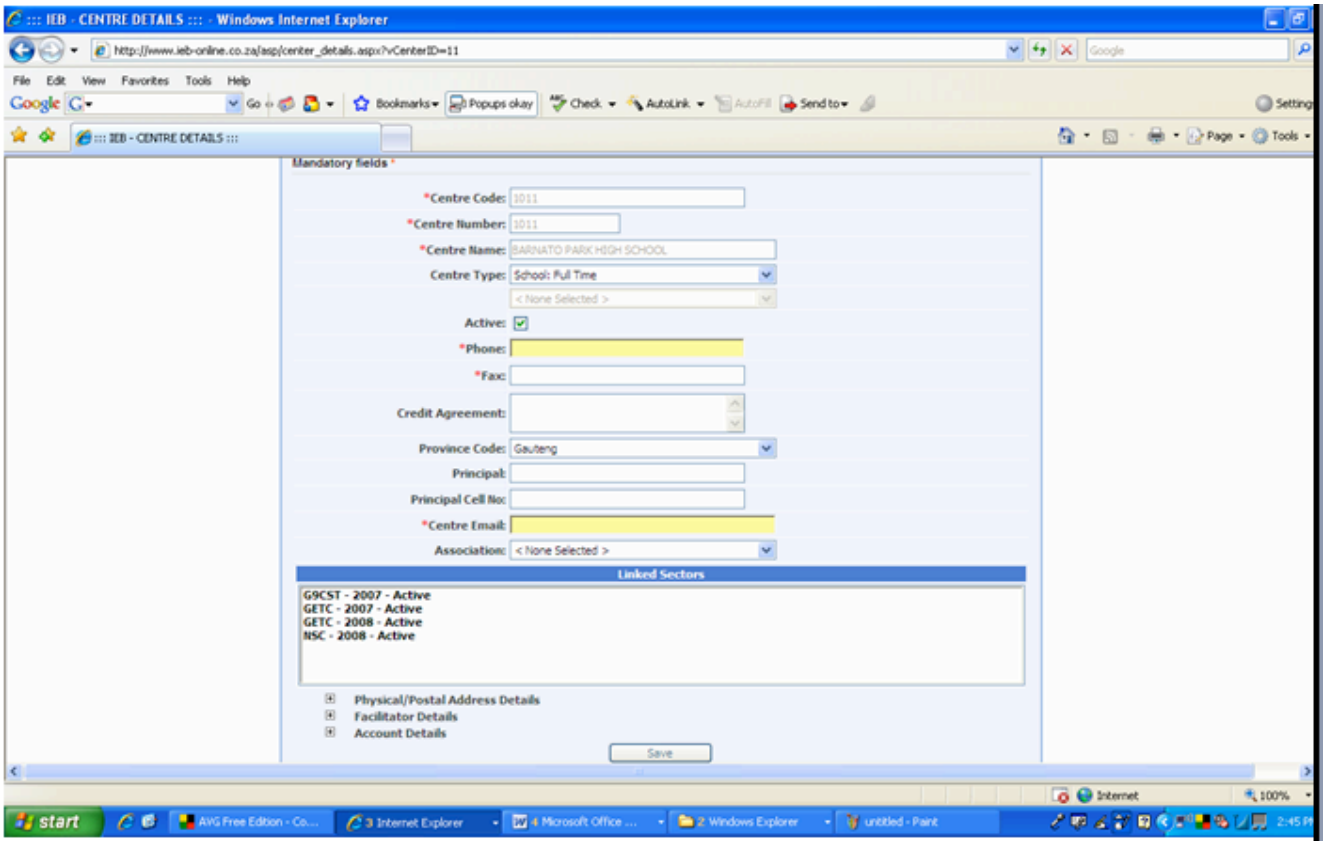
- Note that all information captured will pertain to this specific exam, year and sector e.g. new candidate capture, candidate subject linking etc.
- Should you wish to enter information about a different exam, year or sector, you will need to return to this screen and make a new selection.

Center List Screen – Administrator (IEB) only



Step 5: To enter and update center details, click Center on the main toolbar, click Center Details. Click on the center name to enter the center details screen. IEB administrators will only have access to the centers which have been linked to the current year / sector combination.

Center details screen Year /Sector / Exam Screen

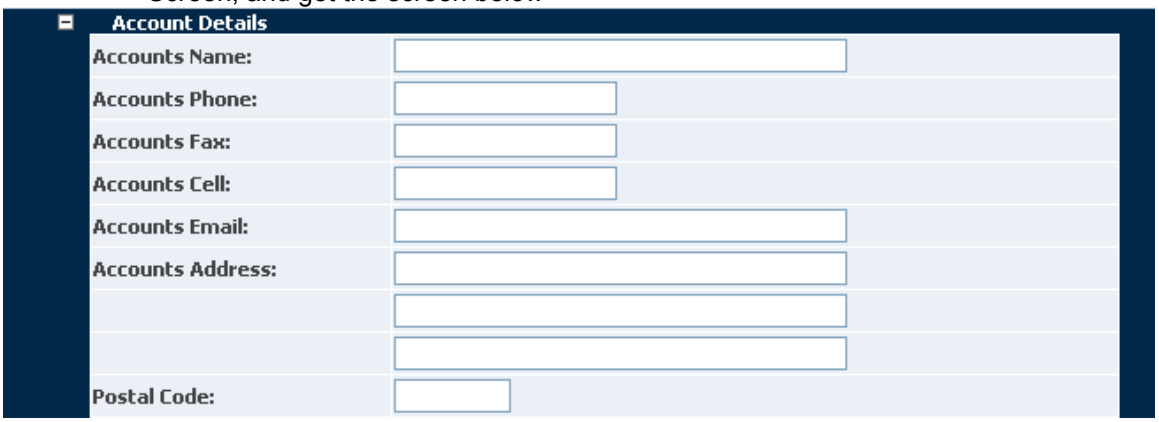


Step 6: Enter center details. All fields marked with an asterisk are mandatory. Click plus sign to expand detail screens e.g. Physical/Postal Address Details, Facilitator and Account Details.

Step 6.1: When clicking the + sign next Physical/Postal Address Details on the Center Details Screen, get the screen below.

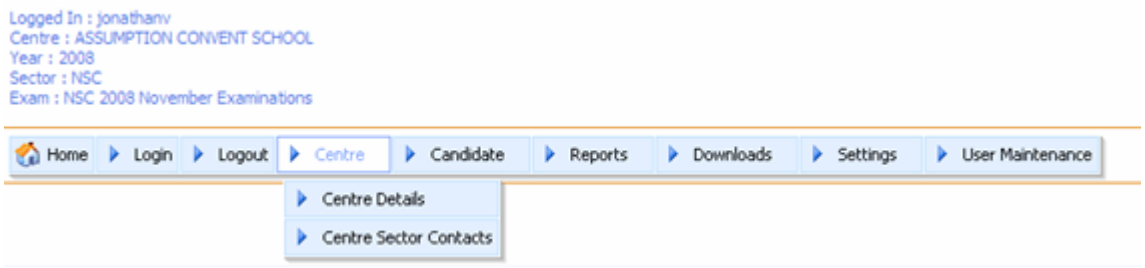
Step 6.2: When clicking the + sign next to Facilitator Details on the Center Details Screen, and get the screen below

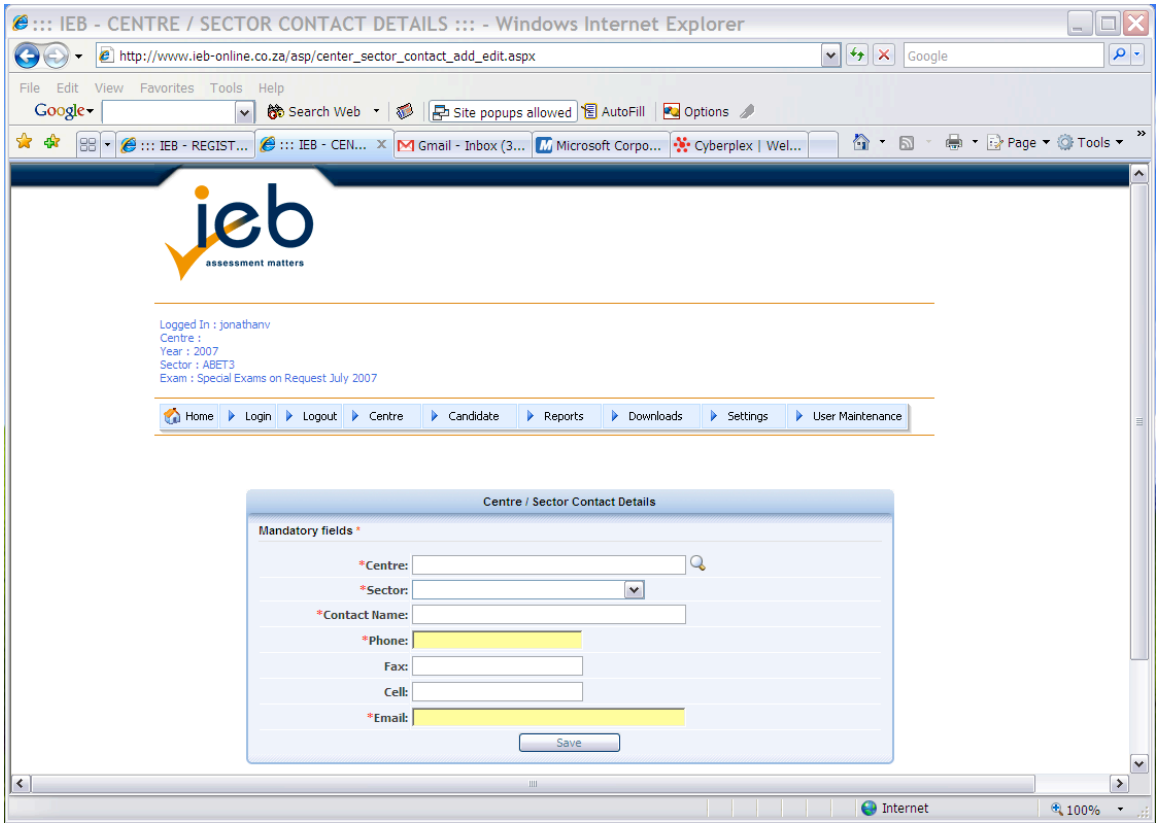
Step 6.3: When clicking the + sign next to Account Details on the Center Details Screen, and get the screen below



Enter all the information and click Save.

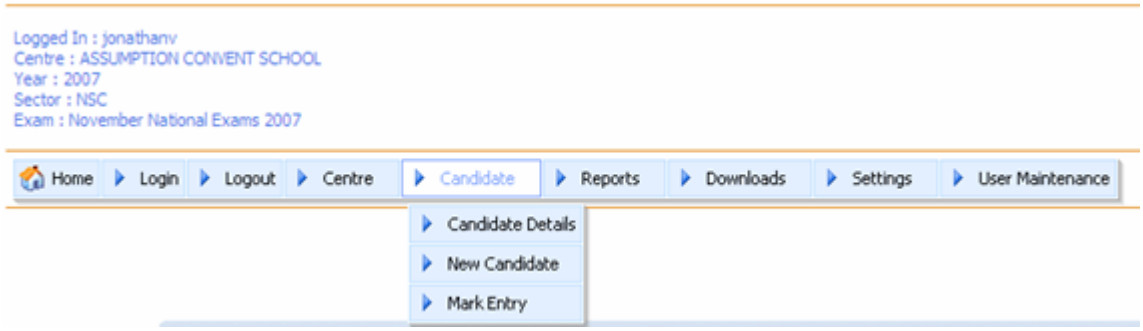
Center / Sector Contact Screen

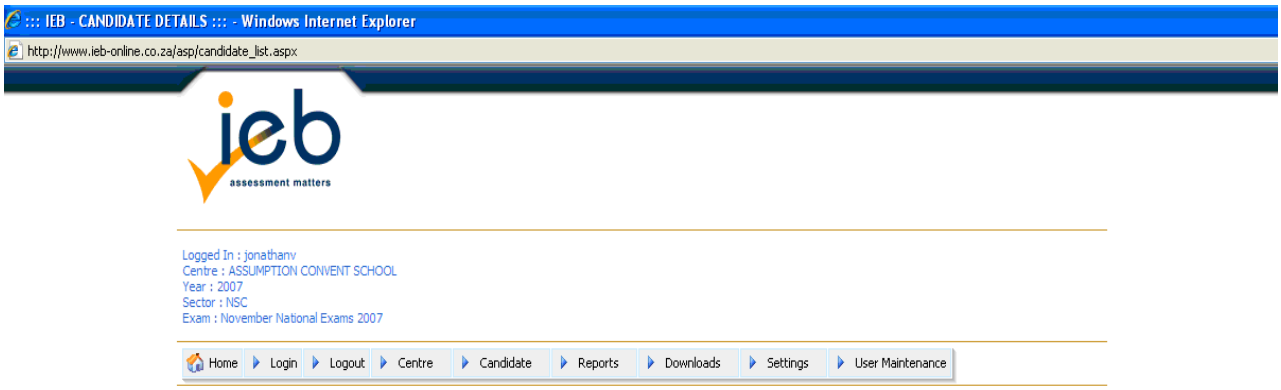


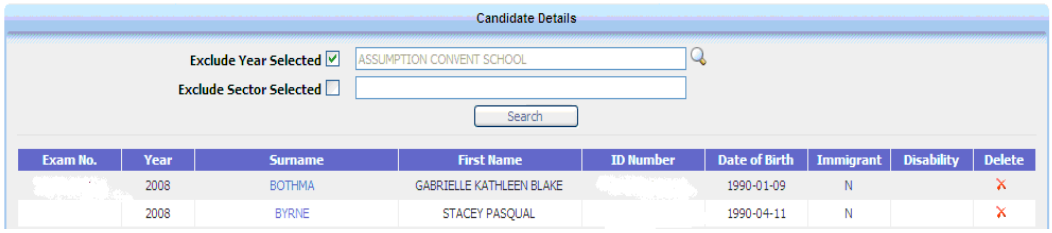


Step 7: Click Center on the main toolbar, click Center Sector Contacts. Ensure that the correct contact for the specific sector is captured and click Save.

Candidate List Screen





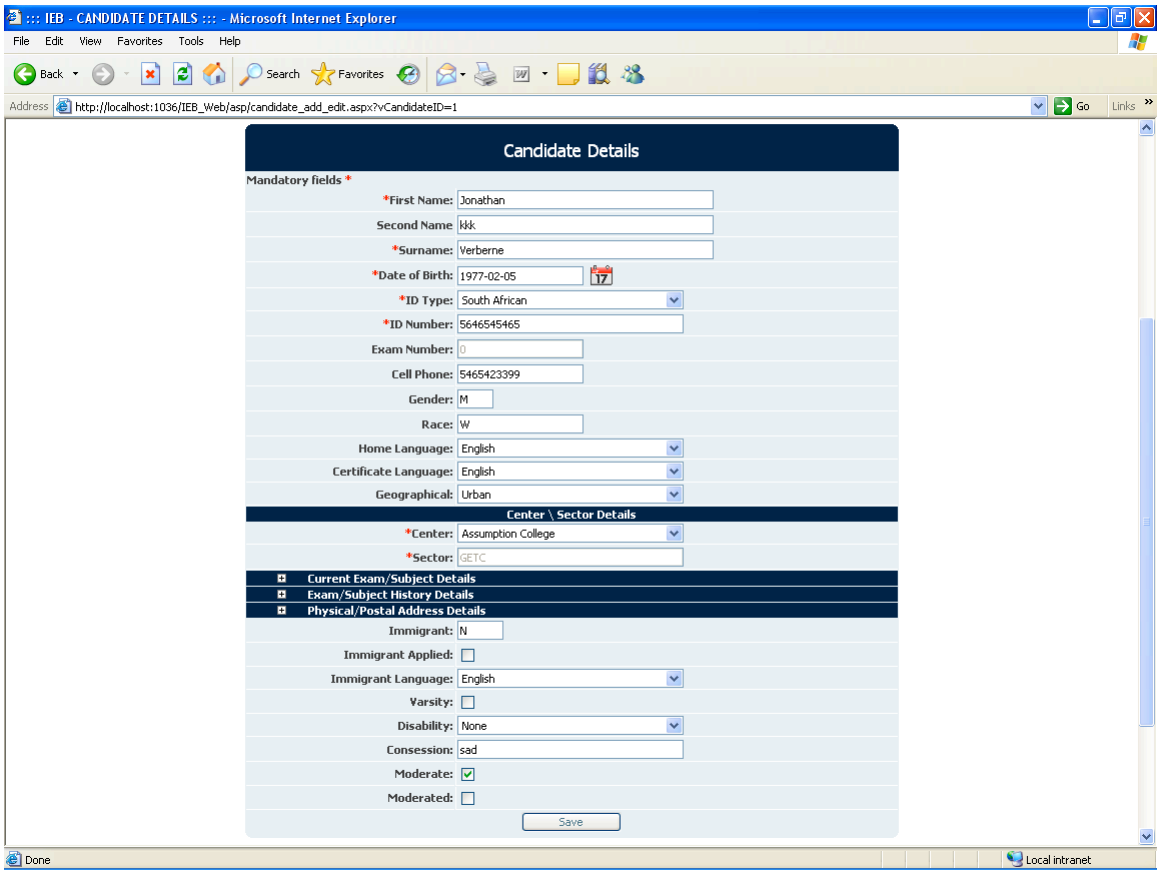


Step 8: Click Candidate on the main toolbar, click Candidate Details. This will list all candidates linked to the current year / sector combination. Should you wish to view candidates for all years or all sectors or both, click the Exclude Year Selected and/or Exclude Sector Selected check boxes. This will allow you to view details for candidates over all years and/or all sectors and will enable you to link existing candidates to the currently selected year and sector.
Click on the candidate surname to open the candidate details screen.

To enter a new candidate,

- Click Candidate on the main toolbar, click New Candidate.

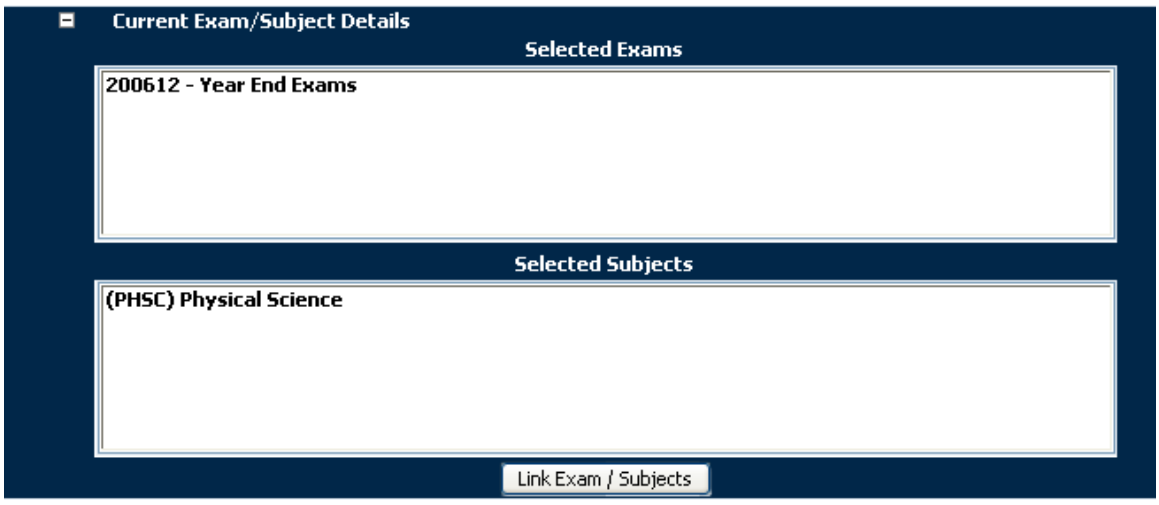
Candidates Details Screen



Enter candidate details.

- All fields marked with an asterisk are mandatory. Click plus sign to expand detail screens e.g.

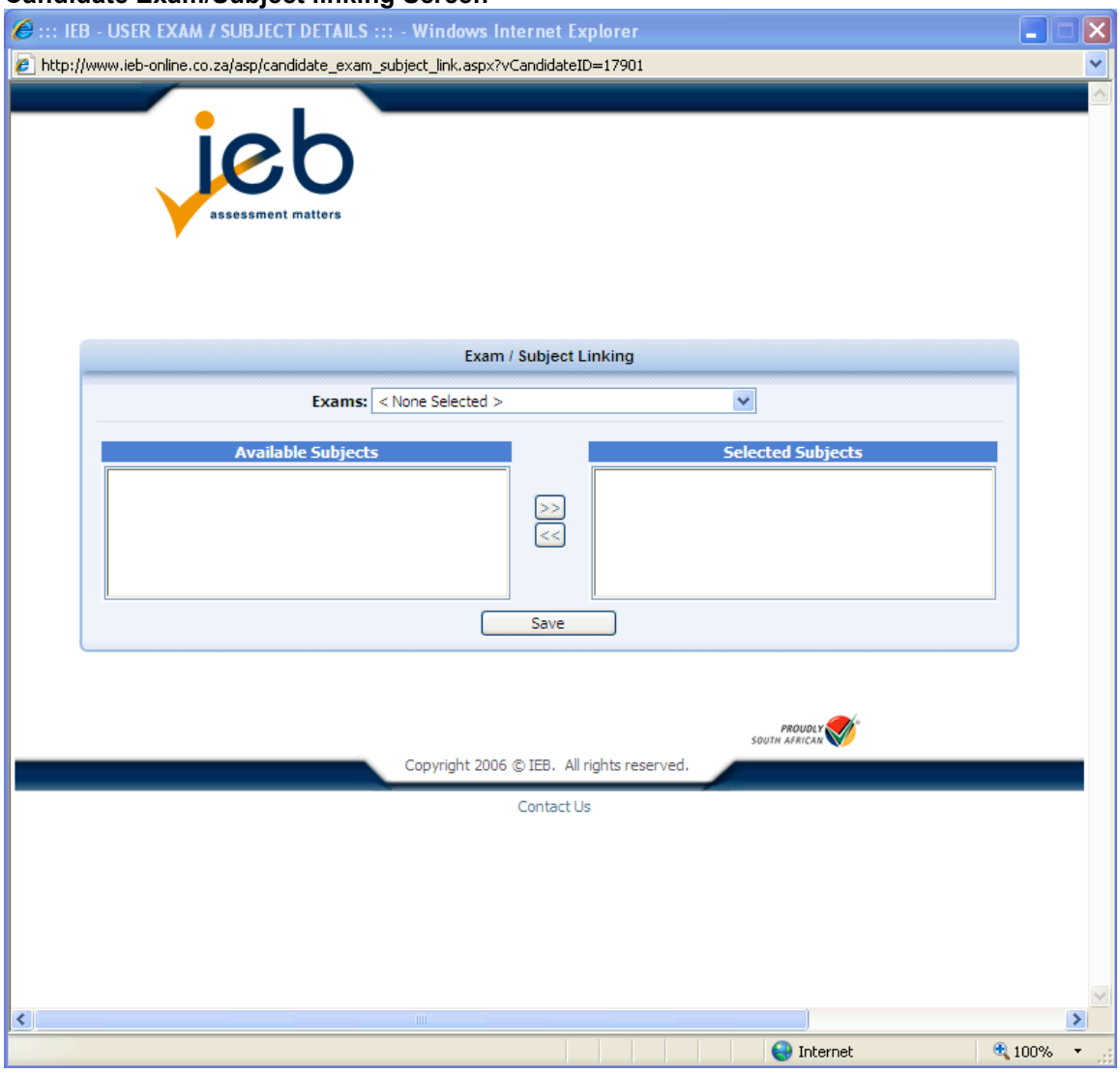
Current Exam/Subject Details:



Step 10: The Current Exam/Subject Details screen displays exams and subjects to which the candidate is currently linked for the selected year/sector combination. Click exam (eg. 200612) under Selected Exams and the selected subjects will be displayed.

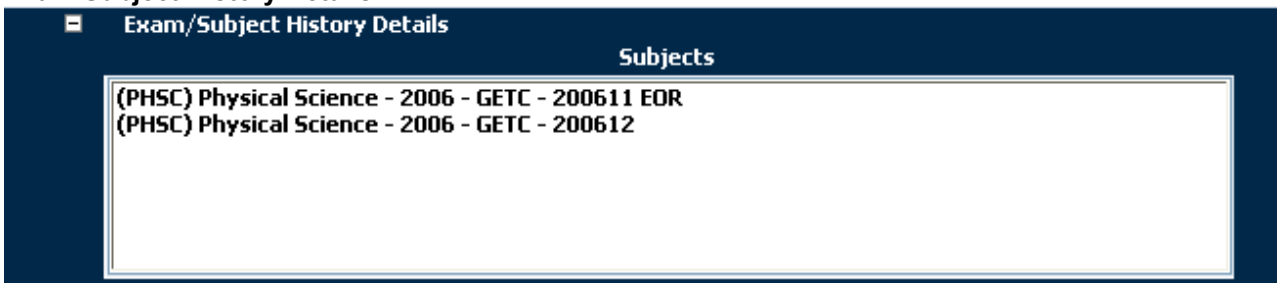
Click Link Exam/Subjects to link the candidate to other exams and subjects.

Candidate Exam/Subject linking Screen



Step 10.1: Select the exam that you wish to link the candidate to from the Exams drop down menu. Click on the required subject under the Available Subjects heading, click on the double arrow >> to move the Available Subject to the Selected Subjects heading. Repeat until all required subjects have been moved to Selected Subjects. To remove Selected Subjects, click on the subject and click on the double arrow <<. Click Save.

Exam/Subject History Details


Exam/Subject History Details
Subjects
(PHSC) Physical Science - 2006 - GETC - 200611 EOR
(PHSC) Physical Science - 2006 - GETC - 200612

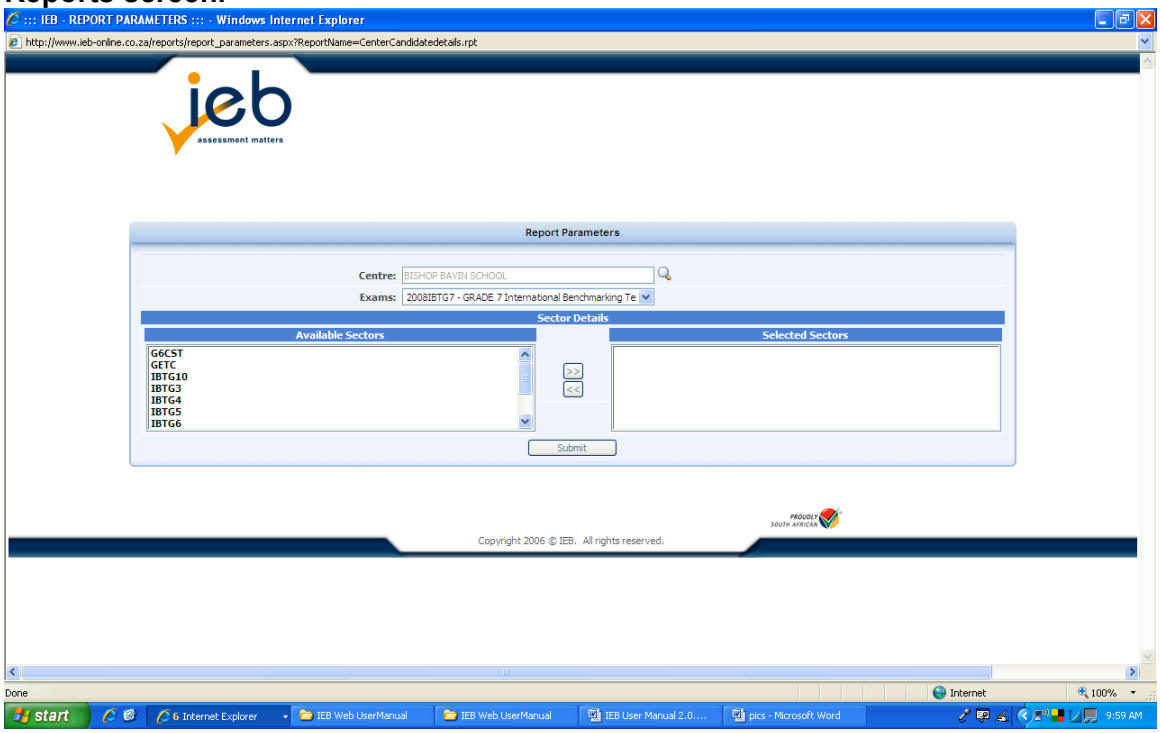
Step 11: This section is reached by clicking on the plus sign on the candidate details screen (see Step 9). This information displays the candidate history. Should you wish to make changes to these subjects, click on Settings, Year/Sector settings and select the Year & Sector from the drop down menus.

How to generate Reports

Centre \Candidate Report Details Report

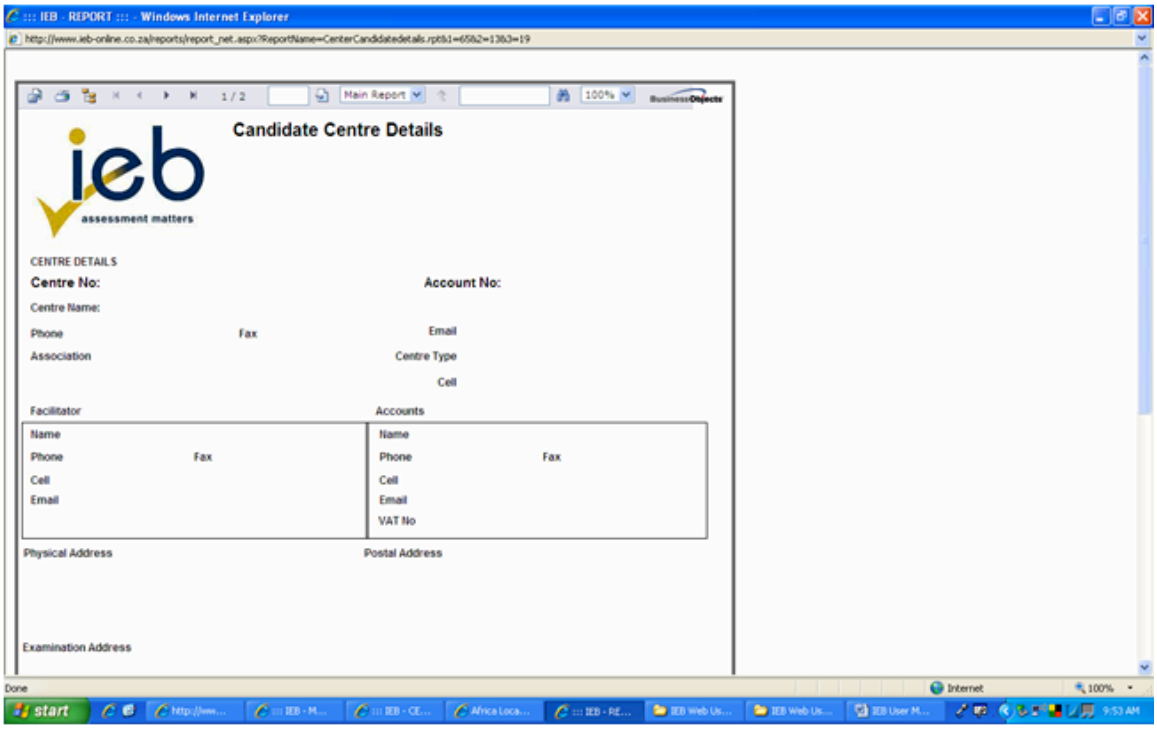
Step 1.0 Click **Reports** on the main Toolbar then click on **Centre Candidate Details** you are taken to the reports screen.

Reports screen.



Step 2.0 You can choose the sectors that will appear in the report, from the **Available Sector** list using >> selecting button and unselecting them using the << button from the **Selected List.** Then click the submit button

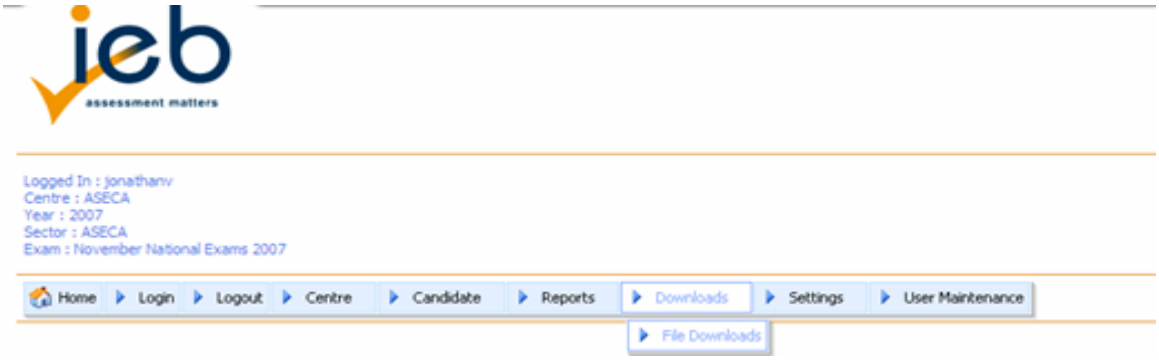
You will get a report that has details for your centre, candidates and subjects.

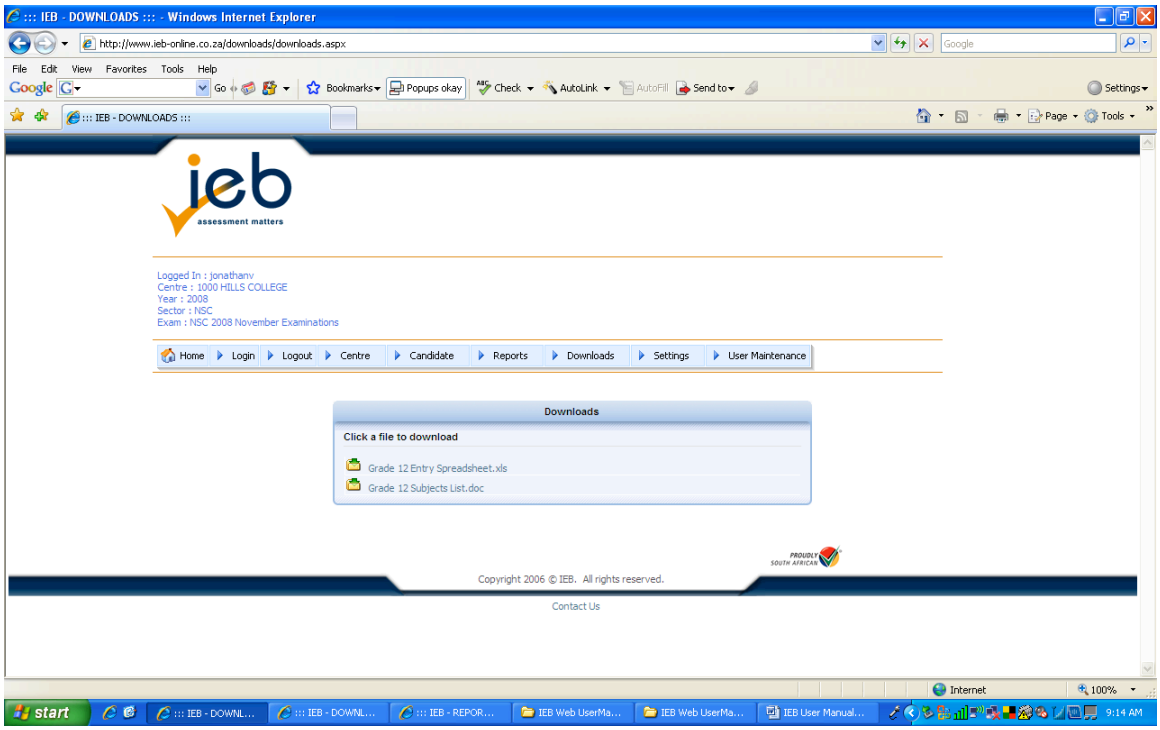


How to download Spread sheet Files

NB (This option can only be used by those who can not enter the candidate, centre exams and subjects details online)

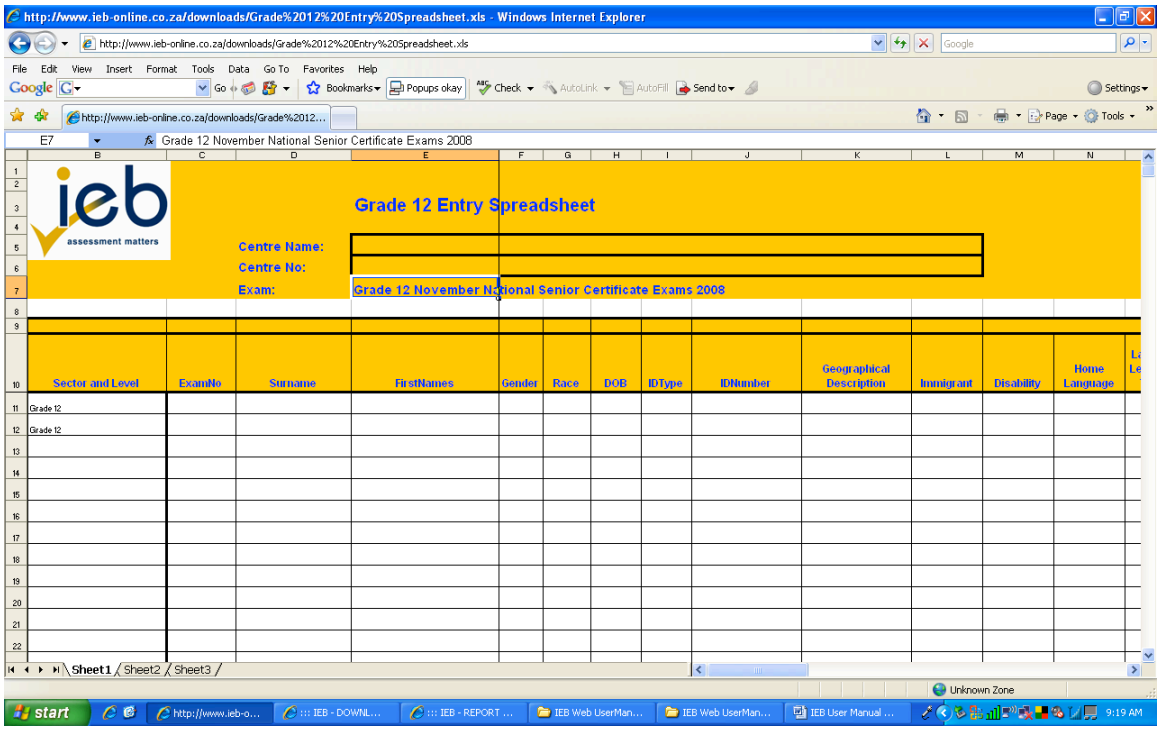
Click on Downloads on the main tool bar and click on File Downloads.





Click the file you want to download and you will be asked whether you want to save or open it from its current location. Click on save and save the file on your hard drive. Then open it.

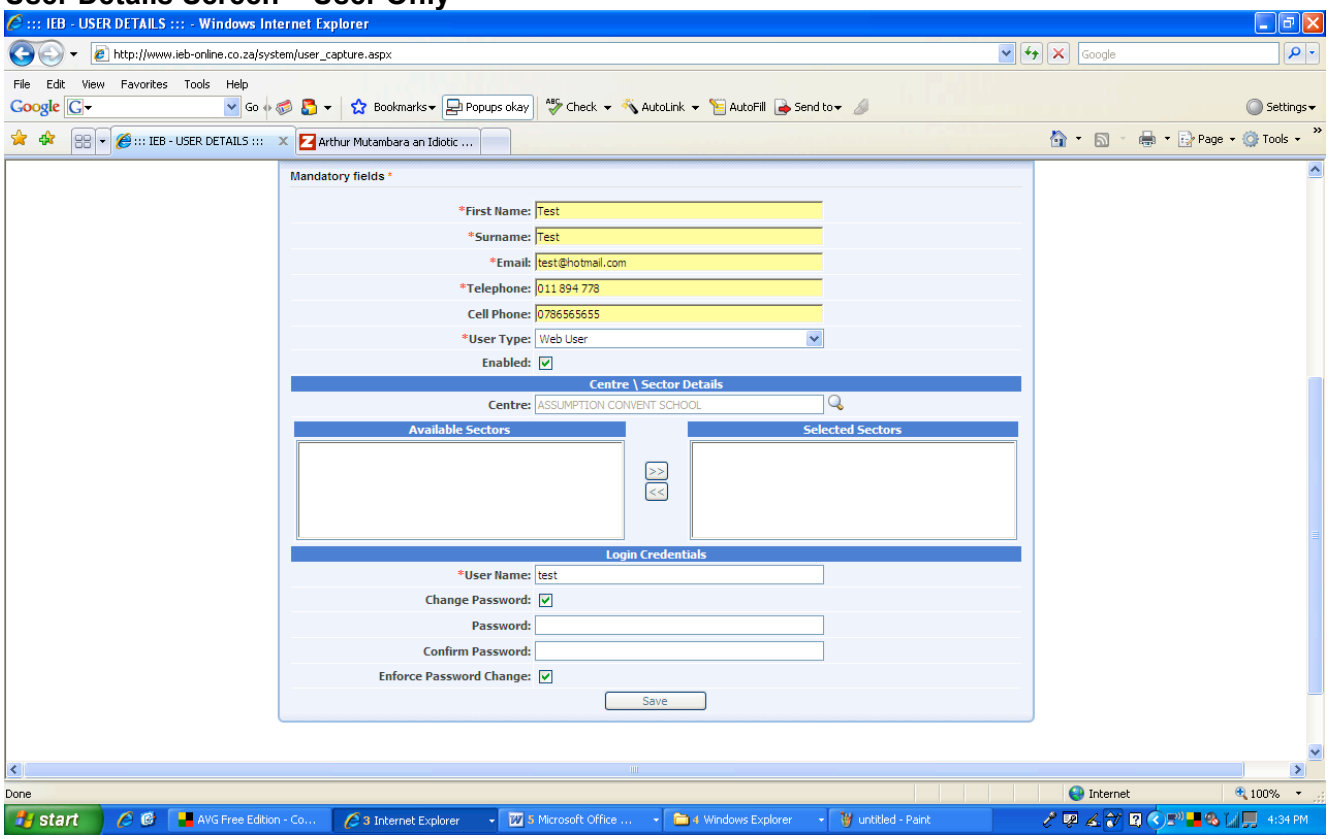
You can now enter the candidate, centre and subjects details offline. Then you can email the completed excel spreadsheet document to IEB where the details are going to be added to the database. IEB will then confirm to you that your details have been successfully loaded, only then could you actually see your details on the website.


http://www.ieb-online.co.za/downloads/Grade%2012%20Entry%20Spreadsheet.xls - Windows Internet Explorer
Grade 12 November National Senior Certificate Exams 2008
Grade 12 Entry Spreadsheet
Centre Name:
Centre No:
Exam:
Grade 12 November National Senior Certificate Exams 2008
Sector and Level
ExamNo
Surname
FirstNames
Gender
Race
DOB
IDType
IDNumber
Geographical Description
Immigrant
Disability
Home Language
Grade 12
Grade 12
Sheet1
Sheet2
Sheet3

How to Maintain Users of the System

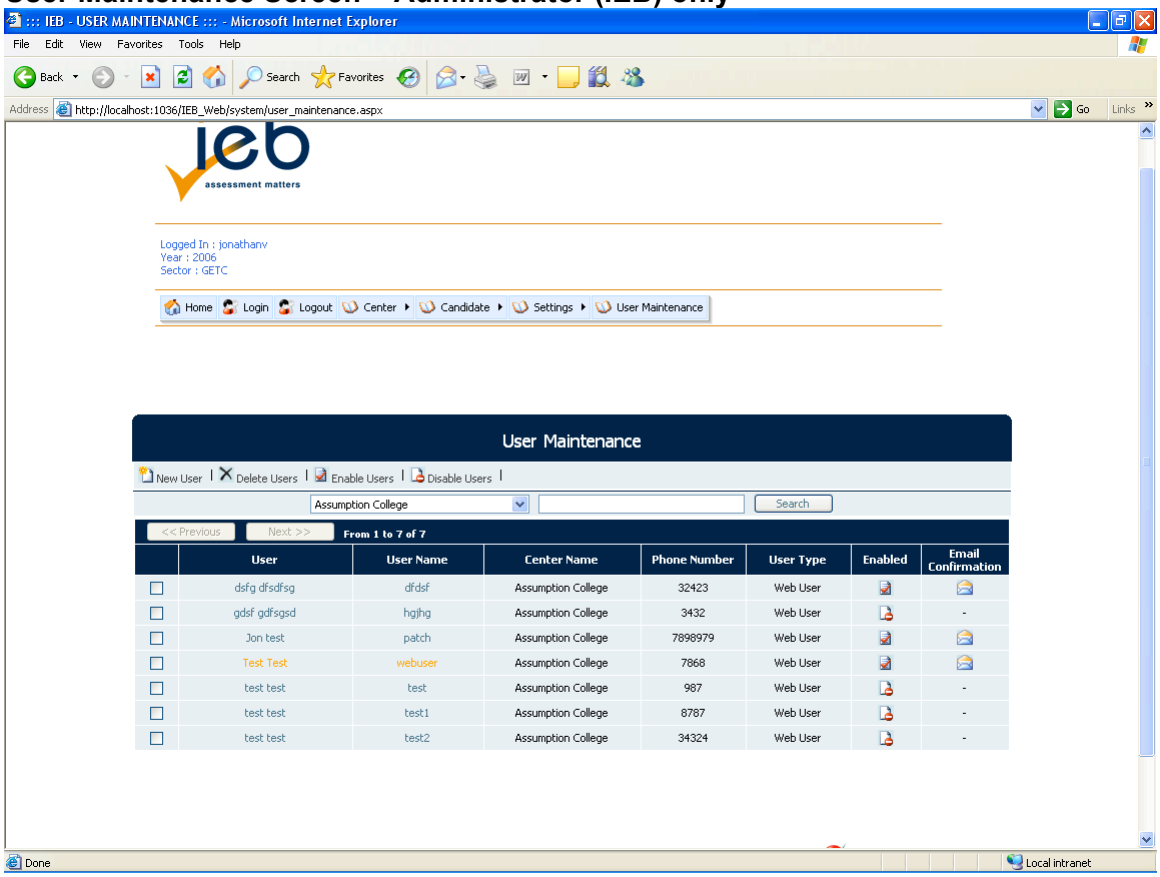
1. **To edit currently logged on users**
   - Select your Center from the Center dropdown menu.
   - Click User Maintenance on the Main Toolbar. To update the currently logged on user's detail click on the username in the table and check the Change Password box to change the existing password on the User Details Screen – User Only that pops out

User Details Screen – User Only



Click Save.

User Maintenance Screen – Administrator (IEB) only


::: IEB - USER MAINTENANCE ::: - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://localhost:1036/IEB_Web/system/user_maintenance.aspx
Go Links
assessment matters
Logged In : jonathanv
Year : 2006
Sector : GETC
Home Login Logout Center Candidate Settings User Maintenance
User Maintenance
New User | Delete Users | Enable Users | Disable Users |
Assumption College
Search
<< Previous Next >> From 1 to 7 of 7
User | User Name | Center Name | Phone Number | User Type | Enabled | Email Confirmation
dsfg dfsdfsg | dfdsf | Assumption College | 32423 | Web User
gdsf gdfsgsd | hgjhg | Assumption College | 3432 | Web User
Jon test | patch | Assumption College | 7898979 | Web User
Test Test | webuser | Assumption College | 7868 | Web User
test test | test | Assumption College | 987 | Web User
test test | test1 | Assumption College | 8787 | Web User
test test | test2 | Assumption College | 34324 | Web User
Done
Local intranet

Click **User Maintenance** on the Main Toolbar to maintain all existing User's details. Select a Centre from the Centre dropdown menu, for which you wish to view the user list.

2. To search for a specified user

- Enter a User and click the Search button to Search for a specific User in the list.

3. To enable or disable a user

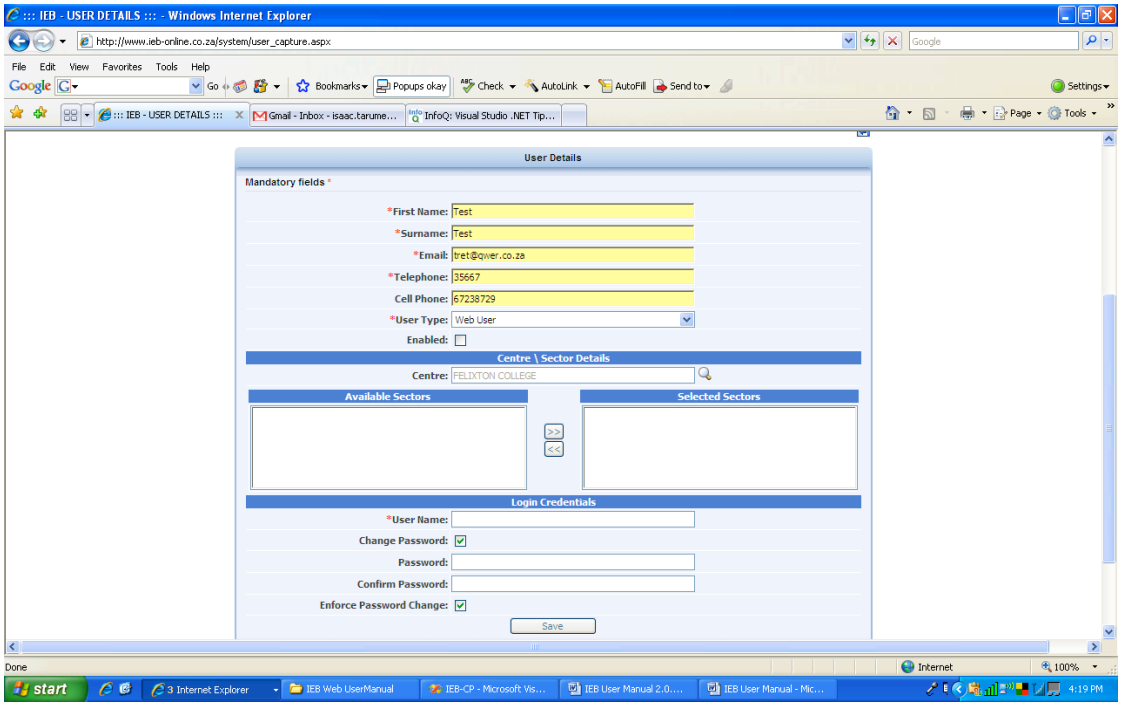
- Select the Users and click Enable Users to enable the selected Users. This will allow the Users to log in to the IEB web application.

- Select the Users and click Disable Users to disable the selected Users. This will restrict the Users from logging in to the IEB web application.

4. To add or delete a user

- Click on User Maintenance on the main toolbar. To add a new user, click New User on the User Maintenance toolbar. See Step 13.
- Select the Users and click Delete Users to delete the selected Users.

New Users Details Screen



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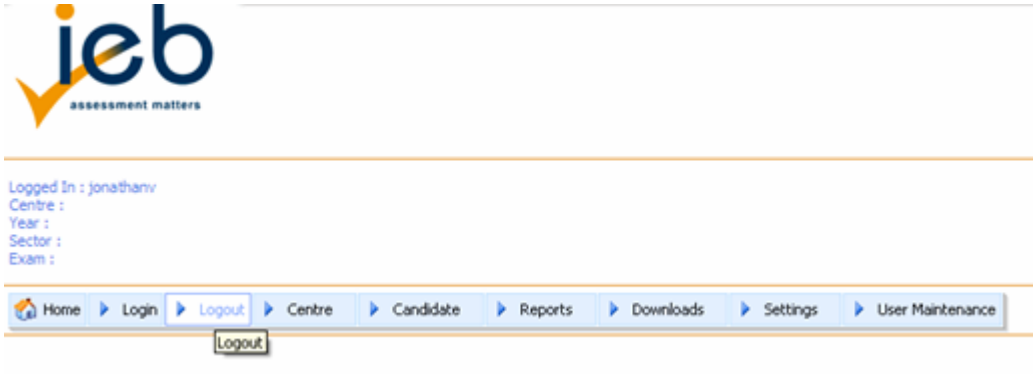
For a new user fill all the required fields (Note that fields with asterisk are are mandatory)

- Select the User Type the User should be assigned to. This will determine the Users rights on the Web application.
- Check the Enabled box to enable the User, Un-check the Enabled box to disable the User.
- Link the User to Sector by clicking on the required sector under the Available Sectors heading, click on the double arrow >> to move the Available Sectors to the Selected Sectors heading. Repeat until all required Sectors have been moved to Selected Sectors.
- To remove Selected Sectors, click on the sector and click on the double arrow <<.
- Check the Change Password box to change the existing password.
- Check the Enforce Password Change box to force the user to change their password the next they login to the IEB Web Application.
- Click Save.

How to Log out of the System



Logout Screen

::: IEB - LOGOUT ::: - Windows Internet Explorer
http://www.ieb-online.co.za/asp/logout.aspx
You have been logged out.
Either you have chosen to log out or you have been logged out automatically because there has been no activity for the last 5 minutes.
Back to Login screen.
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Click Logout on the main toolbar to logout of the IEB Web Application. For Security purposes, if there is no activity on the Website for 5 minutes the application will log the User out automatically. Click Logon to go back to the Logon Screen